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**NEW LOOK  
FOR KDE WEBSITE**

KDE is launching a new website in mid-October. The look and feel of the site will be more user-friendly and is audience-driven.

All the content you are accustomed to will be present, as well as some new resources.

Links pertaining to CIITS and KSIS are found under District/School Support > Technology. You also can continue to access through the System Launchpad page [here](#).

**DATA STANDARDS—BEHAVIOR UPDATE**

The [2012-13 data standards](#) have been updated to reflect the 2012-13 reporting requirements.. Behavior reporting will include **all** incidents of the following, **regardless of resolution**:

- assault and violence
- use of weapons
- drugs (including tobacco) or alcohol
- harassment or bullying

**If a behavior incident includes a board or law violation meeting the definition of the list above, the incident will be included on the 2012-13 safe schools reporting.**

In addition, the 2012-13 safe schools reporting will include all resolutions that are mapped to a state code of “INSR” — In-School Removal. Therefore, any incident that results in one of the following state codes will be reported for 2012-13:

- SSP1 – Expulsion with services
- SSP2 – Expulsion without services
- SSP3 – Out of school suspension
- SSP5 – Corporal punishment
- INSR – In school removal

Please reference the complete 2012-13 Data Standards on [KDE’s Safe Schools Website](#).

**NEW LIMITED ENGLISH PROFICIENCY (LEP) MODULE**

Infinite Campus is releasing its new LEP module in the E 1238 release. It will be available to all Kentucky districts on October 17 and is a significant change to system functionality. Infinite Campus distributed notification and details of the LEP Release in Campus Community. Infinite Campus will continue to support Kentucky LEP reporting requirements; however, district-created ad hoc and reports will need to be modified to run in the new structure. We encourage districts to utilize Campus Community and develop district-wide training plans.

To access information regarding the LEP Tab on Campus Community, use the following path:

Campus Community> Knowledge Base > Student Information >  
Program Participation> LEP

**LEAD REPORT — MISSING OR INVALID COURSE STATE CODES**

Path: KY State Reporting > KDE Reports > Missing or Invalid Course State Codes

REMINDER: Please run the Missing or Invalid Course Codes report and clean up any errors it finds before submitting the LEAD report. Codes used in the 2011-12 school year may have become inactive for 2012-13. The deadline for the LEAD report is November 1.

## NEWS FROM INFINITE CAMPUS

### **Reminder Data Verification — Needed ASAP**

- Districts using the Lunchbox system were sent an e-mail with instructions on work needed to ensure free/reduced-price meal status information is correct in Infinite Campus. Free/Reduced status is being pulled in October for SEEK At-Risk and School Report Card, and it is used for eRate and federal reporting. Verification and any clean-up necessary needs to happen immediately.
- All districts were sent an e-mail regarding LEP data verification for 2011-12. This verification/clean-up must be done by October 15; it will not be possible to change prior-year data after October 15. Failure to ensure data is clean will result in inaccurate LEP numbers reported and used in state and federal reporting.

### **Hands-On Virtual Labs Available**

Hands-On Virtual Labs (HOVLs) provide a curated collection of learning resources for particular roles and job responsibilities. Links to specific documentation articles, simulations, curriculum (short reviews or how to complete a process) and tutorial videos are presented in a sequential order appropriate for the role/responsibility. HOVLs are designed to be used by staff at any level of knowledge with Infinite Campus, including:

- refresher training
- a variety of training models for new staff training:
  - ☐ pre-workshop (flipping the training room)
  - ☐ post-workshop (individual review)
  - ☐ self-paced
  - ☐ new functionality/new feature training (new features and items in beta testing are indicated as such in the lab)

More information is available at <http://media.infinitecampus.com/public/learn/LM/story.html> and in [Campus Community](#).

### **Transcript Issue — Resolved**

With the release of Infinite Campus version E.1238, records transfer issue (SIS-56432) has been addressed. It was reported that the Transcript Record sent via a Records Transfer did not contain any information.. This has been corrected. All data from a student's transcript tab, regardless of grade level, calendar, school year or the like will be sent from the releasing district when performing a records transfer. For students that were affected prior to this release, a new records request will need to be performed.

Path: Student Information > General > Records Transfer > New State Transfer Request > Submit Request

Once the request is sent, the normal process for records transfers should be followed by the releasing and receiving districts. When the record is released, the receiving district will receive the normal process inbox message, and the transcript information can be printed or imported into Infinite Campus.

### **State Enrollment Overlap Report**

The issue with the Enrollment Overlap Report returning no results in the district edition has been resolved. A data re-sync was needed to make sure the district IDs were the same in both district edition and state edition. Infinite Campus has completed a data re-sync between district edition and state edition, and the report will return the correct results. Please continue to use this report to find and clean up your district's overlapping enrollments. If you need any assistance running the report, please have your system administrator contact Infinite Campus Support.

## SCHOOL REPORT CARD

The 2011-12 School Report Card is now available for inspection. While District Assessment Coordinators (DACs) are reviewing the actual data, you can get a feel for what the new report card will look like at <http://appq1.education.ky.gov/src/>.

- All tabs are now available — Profile, Learning Environment, Delivery, Assessment and Accountability.
- Must be in KETS network to view report card Quality Assurance site.
- PDF will be available for download and for posting on school and district sites.
- Dataset files will be available for research purposes.
- Public release expected in late October.

## INFINITE CAMPUS

**COMING  
SOON!**

- E.1238.5 — Scheduled release 10/17/12. Link to release notes are [here](#), and lunch and learn session is [here](#). Kentucky-specific notes are sent with the release notification.
- Grade book import from CIITS formative assessments expected in mid-November. Contact [DeDe Conner](#) if you have teachers who would like to participate in the live pilot.
- 2012 assessment data — ACT national scores, K-PREP, end-of-course, CCR and growth scores expected in late October/early November.

## SPECIAL EDUCATION— DATA QUALITY REPORTS

### Caseload Summary Report

Path: Student Information > Reports > Caseload Summary

This report lists detailed information about each student in your caseload. If you enter the effective date, it will filter the list of students to only those where your team membership and their IEP and enrollment are active. The report generates the following information:

- ◆ student name, SSID, disability, special ed status, special ed setting, re-evaluation date and IEP start and end dates

This report will also show you if the student is missing information in the aforementioned fields or if the student has overlapping IEPs.

### The Plan Audit Report

Path: Student Information > Reports > Plan Audit

This report is for users who have entered data that is invalid in terms of frequency or duration. This report lists services and plans based on the auditing types to help clean up these possible data errors. This report also can be used to look for IEP information such as:

- no start/end date
- end date before start date
- plan overlapping, without a service
- more than a year old.

## SY 2011-12 CIVIL RIGHTS DATA COLLECTION (CRDC)

The U.S. Department of Education's School Year 2011-12 Civil Rights Data Collection (CRDC) submission website is now open and will close December 7. Each Principal Contact should have received an e-mail containing a user name and temporary password. All data will be submitted through the CRDC website at its new address at [www.crdc.ed.gov](http://www.crdc.ed.gov).

If you have any questions or need additional assistance or support, please do not hesitate to contact the Partner Support Center:

<http://www.crdc.ed.gov/LEA/help.aspx>

Telephone: (855) 20-6459

Fax: (888) 329-3336 (888-FAX-EDEN)

TTY/TDD: (888) 403-3336

KDE has created and pushed down ad hocs to help assist with Part 1 of the collection. Each ad hoc should be exported in the delimited values (CSV) format using the comma-separated delimiter. This will open up in an Excel format, which you can then use to sort your data and add totals for your outputs. Some sections have multiple ad hocs to complete one area.

### **PLEASE NOTE:**

- Make sure that the school year is 2011-12 when running the ad hoc(s).
- Run the Gifted & Talented (GT) Invalid Primary Talent Pool ad hoc before running the GT ad hocs for CRDC. This query will produce a list of students that are in grades 4-12 but have an open gifted record with a category of Primary Talent Pool. These students should no longer be in Primary Talent Pool. To resolve, open the student's gifted and talented record that indicates Primary Talent Pool and enter an end date as of student's last day of 3rd grade.
- Each ad hoc that includes Limited English Proficient (LEP) students also includes language codes. The English language code is "0400," and these students need to be excluded from your count.
- Districts may want to run the State Course Codes ad hoc to get a list of their courses and state course codes. This will help verify if you are missing any courses. To add the courses to the existing ad hoc, copy them and add the needed course codes. For example, if you have a career tech class that counts as an Algebra II credit, you will need to add that state code to the appropriate ad hoc(s).
- For all course ad hoc queries, the appropriate term must be selected to get class counts. If a school has block scheduling, you will need to select multiple terms.
- For all course ad hoc queries, to get Special Education (SPED) counts, the file should be filtered by SPED status (A, AR and I).

### Office of Knowledge, Information and Data Services (KIDS) — Division of Enterprise Data

David Couch, Associate Commissioner

DeDe Conner, Director

**KSIS Team:** Garnetta Barnette - Todd Haydon - Becky Jenkins - Candy Johnson - Lisa McKinney - James Reed - Leigh Ann Welch

# CIITS News

*you can use!*

A supplement to the KSIS and More newsletter devoted to CIITS data issues. CIITS data come from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is being used and the critical need for accuracy.

## ROSTER VERIFICATION

- It's important for districts and schools to encourage teachers to ensure the correct students are on class rosters in Infinite Campus.
- Professional Growth and Effectiveness System pilot districts are already verifying rosters in CIITS.
- Corrections must be made in Infinite Campus.
- Having the data correct will prevent extra work next year.

## COMING SOON!

- New Attendance Key Performance Indicator (KPI)
- 2012 assessment scores
- Grade book export
- New CIITS Usage Report

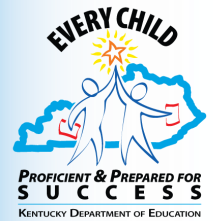
## ISSUE ESCALATION

CIITS issues?

- (1) Verify data is correct in Infinite Campus.
- (2) Contact CIITS Help Desk: (855) 435-7459 or [ciitshelp@schoolnet.com](mailto:ciitshelp@schoolnet.com).
- (3) If not resolved, contact the KETS Service Desk: [ketshelp@education.ky.gov](mailto:ketshelp@education.ky.gov).



# Continuous Instructional Improvement Technology System



## CIITS—UPDATE

### New Functionality:

- Staff roles and permissions are being updated in daily files to SchoolNet; changes can be seen within two days instead of a week. New staff continue to be added in the weekly refresh cycle on Monday evenings.
- Contributing professionals now are aligned in CIITS. In addition to the primary teacher, information on up to one additional teacher is being sent to SchoolNet (pulled from Campus — first teacher or staff assigned). Contributing professionals have access to same course/section/student detail as the primary teacher.
- Teachers (01) without sections may utilize all the functionality of CIITS; however, they don't see student- or classroom-level detail since they don't have courses or sections aligned.
- The My Account feature in CIITS has been turned on. This feature allows users who work in multiple institutions within a single district the option of toggling between schools.
- Assessment Scores — 2012 ACT scores are to be loaded into CIITS in mid-October. If you discover scores are missing, contact Lisa McKinney for district error listing. K-PREP, end-of-course, growth and CCR scores will be available in late October or early November in Infinite Campus and CIITS.

### CIITS Usage—Detail Report and Maps

Detailed CIITS training, log-in and usage data are posted on the About CIITS/Support page in CIITS. The Detailed Usage Report is a resource to help schools and districts monitor CIITS usage and progress toward meeting Race to the Top performance measures. The report is updated on a monthly basis. (See information on how to access and sort report on page 5.) In addition, quick reference maps showing use by various personnel in each district are also available. These maps are updated monthly.

## DATA QUALITY

### Data quality issues in Campus do affect what is seen in CIITS. Examples include:

- Duplicate SSIDs (two students with the same ID) create problems with teachers' rosters in CIITS. These issues are being cleaned up as identified.
- Special Education records are pulled from Campus based on locked IEP, not dates. IEPs should be locked and not overlapping to ensure that the SPED numbers in CIITS are correct.
- LEP Records – the LEP Key Performance Indicator (KPI) has been turned off in CIITS until LEP numbers have been confirmed and the new LEP module is available in Infinite Campus. Expect this KPI to be available again by early November.
- Staff Records – Duplicate or conflicting staff records can create problems in CIITS. It is important to ensure that staff records are correct in Infinite Campus. Best practices include:
  - (1) Ensure end dates are populated when staff are no longer employed in the district; otherwise, they will continue to have access to CIITS beyond employment or in the case of a transfer, will not be able to get role and permissions established at the new district.
  - (2) Ensure staff e-mail accounts are district e-mail addresses; don't update to the new district e-mail address if the user transfers.
  - (3) Ensure superintendent and principal have valid e-mail addresses and start dates on the district or school demographic tab, district employment tab and district assignment tab.

## CIITS USAGE REPORT — USER LEVEL DETAIL

### Explanation of CIITS Usage Report

Educators can now access specific CIITS usage information for their schools and districts. The Usage Report posted in CIITS is a resource to help monitor CIITS usage and progress toward meeting Race to the Top performance measures.

***The report is updated on a monthly basis.***

### About the report

Districts will see the cumulative data for CIITS November 2011 to present. Again, this is a cumulative report, and you will see all staff regardless of roles and or current employment. A district can filter the data. The Kentucky Department of Education (KDE) only looks at usage for teachers and leadership.

*KDE has requested the vendor develop a more efficient and user-friendly report for schools and districts; however, until this report is available, the monthly CIITS usage report provides detail that can be used to monitor use of CIITS and the district progress toward meeting Race to the Top performance measures.*

### Sorting the file

The Detailed Usage Report file is in a txt format and includes all 174 school districts. They are in alphabetical order by district. Schools are listed under each district. To sort:

1. **Save as a text file.**
2. **Open a blank Excel worksheet.**
3. **Go to file > import > select txt file > then select the file you saved > then select tab delimited.**

